

TERRI - EAA CHRONO

5 June 1981

MEMORANDUM FOR: President, Employee Activity Association

FROM :
Assistant to the Executive Officer
Employee Activity Association

SUBJECT : EAA Store Merchandise

REFERENCE : Memo from EAA Store Manager dated 1 June 1981,
Same Subject

1. The following merchandise is damaged, broken and unsaleable.
It has been determined that the items are not worth the cost of returning
them to the Vendor for credit.

<u>Vendor</u>	<u>Quantity</u>	<u>Item</u>	<u>EAA Cost</u>
Hallmark	1	Puzzle	\$4.00
Hallmark	1	Christmas Chime	2.75
Hallmark	1	Tree Trimmer	2.00
SCM	1	Typewriter Ribbon	1.53

2. Your approval is requested to delete the above items from Store
inventory and declare a loss.



APPROVED:



Employee Activity Association

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Date

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1 June '81

MEMO FOR: Chief, Benefits and Services Division
Thru: Deputy Chief, BSD
From: EAA Store Manager
Subj: Merchandise

1. The following merchandise is damaged, broken and unsaleable and not worth the cost of returning to the Vendor for credit:

<u>VENDOR</u>	<u>QUANTITY</u>	<u>ITEM</u>	<u>EAA COST</u>
HALLMART	1	Puzzle	4.00
"	1	Xmas Chair	2.75
"	1	TREE TRIMMER	2.00
SCM	1	TYPEWRITER RIBBON	1.53

2. Request permission to delete from store inventory and declare a loss.

EAA Store Manager

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APPROVED:

DISAPPROVED:
